



MONTGOMERY COUNTY

*Charles W. Gilchrist*

**Center for Cultural Diversity**

• 2424 Reedie Drive, Suite 220 • Wheaton • Maryland • 20902 • 240-777-4940 • Fax: 240-777-4941 •

## BASIC COMPUTERS WINTER 2015

A 8-week basic computer course that meets once a week.

### Basic Computers I *for absolute beginners*

Learn: Computer fundamentals, Microsoft Windows, basic Microsoft Word, Internet and Email

No.	Class Schedule	Dates	Taught In	Registration	
A	Tuesday 5 – 7 pm	1/27 -3/17/15	English	Thurs, 1/8	5:00pm
B	Tuesday 7 – 9 pm	1/27 -3/17/15	Spanish	Thurs, 1/8	5:00pm
C	Wednesday 5 – 7 pm	1/28 – 3/18/15	Spanish	Thurs, 1/8	5:00pm
D	Thursday 5 – 7 pm	1/29 – 3/19/15	English	Thurs, 1/8	5:00pm
E	Saturday 9-11 am	1/24 – 3/21/15	English	Sat, 1/10	10:00am
F	Saturday 11 – 1 pm	1/24 – 3/21/15	Spanish	Sat, 1/10	10:00am

*Days and times of classes subject to change; los días y las horas pueden cambiar!*

### Internet Intensivo *para principiantes en español*

Requisitos: Saber prender y acceder (log-in) al computador; uso del ratón o “Mouse” y teclado; identificar iconos de Microsoft.  
Aprenderá: usar navegadores; sitios de búsqueda, correo electrónico, download/upload, mapas, pagar cuentas, redes sociales.

No.	Class Schedule	Dates	Taught In	Registration	
G	Monday 12 – 2 pm	1/26 – 3/23/15	Spanish	Thurs, 1/8	1:00pm

### Basic Computers II *for beginners*

Learn: More MS Word, training on other MS Office applications and Facebook & general social media

No.	Class Schedule	Dates	Taught In	Registration	
H	Monday 9:15 – 11:15 am	1/26 – 3/23/15	English	Thurs, 1/8	1:00pm
J	Wednesday 7 – 9 pm	1/28 – 3/18/15	English	Thurs, 1/8	5:00pm
K	Thursday 7 – 9 pm	1/29 – 3/19/15	Spanish	Thurs, 1/8	5:00pm

*Days and times of classes subject to change; los días y las horas pueden cambiar!*

**How to Register:** In person on the registration date and time listed for each class.

**Registration Fee:** \$15.00 for county residents, \$30.00 for non-county residents. CASH or CHECK only.

**Where:** Mid-County Regional Services Center, 2424 Reedie Drive Suite 220, Wheaton, MD 20902

- *The registration fee is not refundable.* There are no make-ups or refunds for missed classes.
- Space is limited; each student can register for ONE class only. Registration is first come, first served.
- Open to ages 18 years and up only.

**Questions?** Call 240-777-4940

11/20/2014